



## Office 2007 FAQs

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### Topic: Word 2007 New Look!

**Question:**

What happened to my familiar drop-down menus?

**Answer:**

1. The drop-down menus were replaced with “Ribbon” tabs.
2. When you click on a tab, a new ribbon appears, giving you access to a number of related commands.
3. These tabs are:
  - a. Home - Enter and format text in the document
  - b. Insert - Tools to enter pages; pictures; headers/footers in documents
  - c. Page Layout - Tools to format documents such as themes; margins; paragraphs
  - d. References - Insert TOC (table of contents); footnotes; Citations; Captions
  - e. Mailing - Create envelopes; Mail Merge; Insert Fields; Preview
  - f. View - Document Views; Show/Hide options; Zoom; Windows; Macros
  - g. Add-ins - Any additional Office add-ins installed

**Question:**

Where is my ruler? How can I zoom in or out? Where is the “Go to” feature?

**Answer:**

1. The ruler is on the top right corner of the scroll bar.
2. To zoom in or out, click on the View tab. There is also a zoom slide bar on the bottom right of the window.
3. The “Go to” feature is accessible from the bottom left corner under “Page \_ of \_.”

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## For Further Support Please Contact

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